



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date May 2, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DPH-22		Date Received JUL 15 1974	Application No. 74-252-74-257
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health, Health Improvement Section Maternal Health Unit - Room 618-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334		4. Person to Contact Jewell Callahan	
		5. Working Title Admin. Officer	6. Tel. No. 656-4717

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1942 - present	9. Exact Series Title SEE ATTACHED LIST
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10. What is the function of the office in which this record series is created?

The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health Programs in the State. These include, but are not limited to, health standards for businesses, housing, field operations and hospitals throughout the State; improvement of physical and dental health of adults and children, and health of expectant mothers; administration of family planning and sterilization programs; diagnosis and control of diseases; supervision of construction and licensure of health facilities; and administration of the Cancer Assistance Program.

The Maternal Health/Family Planning Unit has the function to improve the quality of family life by promoting all maternal health activities on local and district Human Resources staffs to women in child bearing years. Also to establish service standards, policies, and procedures; and coordinate activities of all involved agencies.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED LIST

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	8	12		3			
Legal-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)	In Office(s)	In Storage Area(s)		
				12 sq. ft.			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				80	10	3	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [] *see item # 24*

24. REQUIREMENTS. The following requires the files to be kept see attached list years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Archives personnel have reviewed these applications in draft.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER see attached list, then:

☐ [] Hold in the current files area month(s)/ year(s):

☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):

☐ [] Destroy.

☐ [] Transfer to State Archives for permanent retention.

☐ [] Destroy immediately after cut-off.

☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William H. Carr</i>	<i>May 11 74</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Jewell Carraban</i>	<i>5-23-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Ligon</i>	<i>7-19-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carell Hart</i>	<i>7-18-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>A. M. Stued</i>	<i>7-19-74</i>

STATE RECORDS COMMITTEE

Department of Human Resources
Division of Physical Health, Health Improvement Section
Maternal Health Unit - Room 618 - H
47 Trinity Avenue, S.W. Atlanta, Georgia 30334

Appl.
No.

Description

Disposition

74-252

MIDWIFERY CERTIFICATION APPLICATION CASE FILES

Documents relating to annual application by individual to practice midwifery in Georgia. Includes application card of individual, providing identity, address, qualifications of applicant; data pertaining to past registration; past performance in deliveries; and recommendation of the District Health Director. The file is arranged alphabetically by county and thereunder alphabetically by applicant.

Cut off file series at the end of each calendar year; hold in CFA 1 year; then retire to State Archives. (NOTE: This standard is requested by State Archives personnel after examination of the file).

74-253

MIDWIFE ANNUAL CERTIFICATION LISTING FILES

Documents relating to the registration of certified midwives in Georgia. Included is a listing by name and address of midwives. The file is arranged alphabetically by county, and thereunder alphabetically by midwife.

Cut off the file series at the end of each calendar year; hold in CFA 1 year; then retire to State Archives. (NOTE: This standard is requested by State Archives personnel after examination of the file).

74-254

MIDWIFE ANNUAL STATISTICAL FILES

Documents relating to statistical compilation of performance by midwives in Georgia. Included is a copy of Form ADM. 1-3 (Midwife Data) which provides information about the number of midwives certified in each county, and gives statistical information about their age, race, number of deliveries to include maternal and fetal deaths; also showing number of midwives who have died or who have not applied for recertification. For some years, a narrative report may be included. The file is arranged alphabetically by county.

Cut off file at the end of each calendar year; then hold in CFA 1 year; then retire to State Archives. (NOTE: This standard is requested by State Archives personnel after examination of the file).

Department of Human Resources
Division of Physical Health, Health Improvement Section
Maternal Health Unit - Room 618 - H
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Appl.
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Disposition

MAT-PAK FILES (cont'd)
by fiscal year thereunder
alphabetically by county.

74-255

MATERNAL HEALTH - FAMILY PLANNING
ADVISORY FILES

Documents relating to advisory services of the Unit in connection with Maternal Health-Family Planning activities in the State. Included are letters of inquiry received from clinics or organizations and advisory replies thereto by the Unit; letters of guidance prepared by the Unit; copies of advisory material received by the Unit from external governmental or private agencies; and similar papers; The file does not include authorization for action. The file is arranged chronologically by year, and thereunder alphabetically by subject or addressee.

Cut off file series at the end of each calendar year; hold in CFA 1 year; then destroy.

74-256

NOTE:

AMENDED 5/4/78.

(ATTACHED TO
REAR of this group)

MAT-PAK FILES

Documents relating to the Maternity Care Package Program (Mat-Pak) which was established to provide antepartum, intrapartum and post partum care for medically indigent women to multi-county Service areas or health districts. Included is form DPH/HIS(7)-59 application and authorization for Mat-Pak services. Also letters of inquiry with answers to problems which may develop in program. The file is arranged numerically by Service area; thereunder alphabetically by county.

Cut off at end of each fiscal year; hold in CFA 1 year; then destroy.

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74-257 FAMILY PLANNING VISITATION CASE FILES
Documents relating to services and supplies provided by the Family Planning Program. Included are forms DPH/HIS (7)-55(6-73) (Family Planning Visit); DPH/HIS (7)-38(8-73) (Family Correction of Patient Information); and DPH/HIS (7)-56(6-73) (Family Planning Outreach). Master file (magnetic tape) is arranged alphabetically by name of patient. (Highly confidential records).

Magnetic tape (master file) - continuously updated on monthly basis; held permanently by DOAS.

Microfilm - (COM) (received monthly). Cut off files at end of each fiscal year; hold in current files for 1 year; files then retire to State Archives for permanent retention.

Appl.
No.

Description

Disposition

FAMILY PLANNING VISITATION CASE
FILES

Documents relating to services and supplies provided by the Family Planning Program. Included are forms DPH/HIS(7)-55(6-73) (Family Planning Visit); DPH/HIS(7)-38(8-73) (Family Correction of Patient Information); and DPH/HIS(7)-56(6-73) (Family Planning Outreach). Master file (magnetic tape) is arranged alphabetically by maiden name of patient. (Highly confidential records).

Paper originals - cut off weekly, send to DOAS: hold forms accepted by optical scanner in current files area two months; then destroy by shredding.

Computer printouts - hold in current files area until obsolete, superceded, or no longer needed for reference purposes; then destroy.

Magnetic tape (master file) - continuously updated on monthly basis; held permanently by DOAS.

Microfilm - hold in current files area until obsolete, superceded, or no longer needed for reference purposes.

Maintenance instructions - all paper originals are submitted to DOAS for optical scanning. The accepted forms are entered onto magnetic tape (for use in updating patient master file) and microfilm (monthly transaction by form sequence, for use in current files area); those forms rejected as unacceptable are corrected and resubmitted to establish accepted status. Computer printouts are sent to various non-state agencies such as county health departments and to federal agencies, according to information required by each.

Appl.
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FAMILY PLANNING VISITATION CASE
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